# Intermediate Powerpoint E-Learning Enhanced Learning Guide: Text Boxes and Pictures

Working With Text Boxes

To format the text box, on the Drawing Tools Format tab, click the Size and Position Dialog Box Launcher. Using the Format Shape dialog box, you can change the formatting of the text box and resize and reposition it as required. You can apply a fill color to the text box by using the Solid fill option on the Fill page and then selecting a color from the Color palette.

Using the options on the Line Color page, you can specify the color of the text box outline.

The options on the Line Style page help you change the thickness and style of the outline.

To change the size of a selected text box, click the Size tab, and then on the Size page, specify the height and width of the text box. Alternatively, to scale the text box, in the Scale section, specify the percentage in the Height and Width boxes.

The options on the Position page help you reposition a text box on the slide. Set the Horizontal and Vertical position values with respect to top-left corner or center of the slide.

On the Text Box page, use the options in the Text layout section to specify the alignment and direction of the text. You can ensure that the text typed in a text box will fit inside. If you want the text to appear on multiple lines inside a text box, select the Wrap text in shape check box.

Click the Close button to apply all size, position, and format settings to the text box.

To set the formatting as a default setting for all new text boxes, right-click the text box and then select the Set as Default Text Box option.

To delete a text box, select the text box and press the DELETE key

***Checking for Understanding***

1. ***Where do you specify the color of the text box outline?***
2. ***Describe how you specify the dimensions of a textbox.***

**Drawing and Formatting A Table:**

After watching the demonstration in class, please describe the steps needed to draw a table in PowerPoint 2010.

Which tab and group are the table formatting options found?

What effects are available?

How do you change the alignment to the text?

What options are available?

When would you use this option?

**Modifying a Picture**

* Describe how PPT is similar to Word when modifying pictures?
* In the Picture Tools Tab Describe what each group does?

Color Corrections

Color

Artistic Effects

Picture Styles

Picture Borders

Picture Effects

Picture Layout

Bring Forward

Send Backward